

Community Assessment and Planning (CA)



Community Assessment and Planning (CA) - The Community Assessment and Planning Standards address the key elements of community health assessment, including developing a community health profile, building community collaboration, developing a community health improvement plan, and evaluating the outcome. The standards require a community assessment every five years; however, communities experiencing rapid change may need a community health assessment as frequently as every three years.

- Standard CA 1:** Complete a comprehensive assessment of the community's health and maintain a community health profile.
- Standard CA 2:** Engage in collaborative relationships that support assessment and planning processes.
- Standard CA 3:** Develop a community health improvement plan.

Total Local Criteria: 9
Total State Criteria: 12



**Iowa Public Health
Modernization**



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Community Assessment and Planning

STANDARD CA 1: Complete a comprehensive assessment of the community's health and maintain a community health profile.		
CRITERIA	REQUIRED DOCUMENTATION	
CA 1a-L Conduct regular community health assessments which identify health risks and health service needs at a minimum of every five years.	1. Community health assessment dated within the last five years.	Purpose: The purpose of this criterion is to assure that the local health agency is participating in a regular community health assessment.
		Significance: A community health assessment is necessary to assess and actively plan to meet the needs of a community.
		Guidance: The community health assessment must include a summary of the data the health agency used in conducting the assessment, a list of community partners that participated, community indicators, and community assets/resources. The community health assessment used to meet this criterion does not have to be the CHNA & HIP process.

STANDARD CA 1: Complete a comprehensive assessment of the community's health and maintain a community health profile.		
CRITERIA	REQUIRED DOCUMENTATION	
CA 1b-L Update the community health profile annually.	1. Community health profile dated within twelve months.	Purpose: The purpose of this criterion is to assure that the local health agency has a current community health profile.
		Significance: The community health profile shows the community's health at a certain time. The community health profile should be concise enough that it can be updated on a regular basis. Continuous updating makes the profile a helpful tool in department planning.

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		Guidance: The community health profile should cover the jurisdiction of the local health agency and may include data on public health issues such as health behaviors; infectious diseases; environmental public health hazards reports; and health indicators such as infant mortality rate. Trends should be shown in the community health profile.
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STANDARD CA 1: Complete a comprehensive assessment of the community's health and maintain a community health profile.		
CRITERIA	REQUIRED DOCUMENTATION	
CA 1c-L Compare local data to data from other localities and state and national indicators.	1. Documentation of comparison of data.	Purpose: The purpose of this criterion is to assure that a public health agency is regularly comparing local data with other data.
		Significance: The comparison of local data to other localities, state, and national indicators should serve as part of the community assessment process to help identify gaps and possible resources.
		Guidance: Documentation may be local board of health minutes showing comparison, a section of the community health assessment, or the community health profile.

STANDARD CA 1: Complete a comprehensive assessment of the community's health and maintain a community health profile.		
CRITERIA	REQUIRED DOCUMENTATION	
CA 1d-L Compile and evaluate data on environmental health within the jurisdiction.	1. Documentation of assessment of data.	Purpose: The purpose of this criterion is to assure that environmental health data are regularly being assessed.
		Significance: It is important to be aware of environmental health data for the purposes of planning and identification of threats.

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		Guidance: Documentation may include the data and data sources or reports created using the data. Information used in the CHNA & HIP process may also be submitted. Data sources can include local, state, and federal environmental data. Environmental health indicators should be used to guide data collection.
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STANDARD CA 1: Complete a comprehensive assessment of the community's health and maintain a community health profile.		
CRITERIA	REQUIRED DOCUMENTATION	
CA 1e-L Disseminate results of the community health assessment process to stakeholders.	1. Evidence of dissemination of results.	Purpose: The purpose of this criterion is to assure the results of the community health assessment process are being shared.
		Significance: The community health assessment can serve as important community-level information for partners and other key community stakeholders and may be used for planning outside of public health.
		Guidance: The local health agency should submit documentation of the local board of health receiving the results and at least one other stakeholder receiving the results. The health department may wish to demonstrate this through publishing the community health assessment on a website, a press release, letter to the editor, or presentation to community stakeholders. If a presentation is used as documentation the presentation and a list of attendees must be included as evidence.

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STANDARD CA 1: Complete a comprehensive assessment of the community's health and maintain a community health profile.		
CRITERIA	REQUIRED DOCUMENTATION	
CA 1a-S Provide technical assistance to local public health agencies regarding community health needs assessment.	1. Proof of technical assistance.	Purpose: The purpose of this criterion is to assure that the department is providing technical assistance to local public health agencies regarding community health needs assessment.
		Significance: The community health needs assessment is important to assess the health needs of communities.
		Guidance: The department should provide documentation of training, consultation by email or phone logs, webinars, meetings, tools or templates. The department should provide two examples from the last two years.

STANDARD CA 1: Complete a comprehensive assessment of the community's health and maintain a community health profile.		
CRITERIA	REQUIRED DOCUMENTATION	
CA 1b-S Conduct regular state-level community health assessments which identify health risks and health services needs at a minimum of every five years.	1. State-level community health assessment dated within the last five years.	Purpose: The purpose of this criterion is to assure that the department is conducting a regular, state-level health assessment.
		Significance: A community health assessment is necessary to assess and actively plan to meet the needs of the community. In the department's case the community is the state of Iowa.
		Guidance: The community health assessment must include trend data, a list of community partners that participated, a summary of the data the department used in conducting the assessment, state indicators, and state assets/resources.

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STANDARD CA 1: Complete a comprehensive assessment of the community's health and maintain a community health profile.		
CRITERIA	REQUIRED DOCUMENTATION	
CA 1c-S Collect and publish community health needs based on local health assessments every five years.	<ol style="list-style-type: none"> 1. Published community health needs assessments. 2. Published statewide compilation of results. 	Purpose: The purpose of this criterion is to assure that the department is collecting and publishing community health needs, based on local health assessments at least every five years.
		Significance: Publishing this data will not only assist local jurisdictions in planning, it can also be used to inform the statewide community health assessment.
		Guidance: The department should provide the link to the department's website where the individual community health needs assessments are published. The department shall also provide the report that contains the statewide compilation of results.

STANDARD CA 1: Complete a comprehensive assessment of the community's health and maintain a community health profile.		
CRITERIA	REQUIRED DOCUMENTATION	
CA 1d-S Distribute a standard set of population-based, county-level public health indicators that describe community health status annually.	<ol style="list-style-type: none"> 1. Documentation of distribution. 	Purpose: The purpose of this criterion is to assure that the department is distributing a standard set of population-based, county-level public health indicators that describe community health status on an annual basis.
		Significance: The standard set of population-based indicators should be helpful in the development of community health profiles.
		Guidance: The department shall submit documentation of distribution either through a webinar, the department's website or email distribution lists. Evidence should reflect that the

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		distribution occurs annually.
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STANDARD CA 1: Complete a comprehensive assessment of the community's health and maintain a community health profile.		
CRITERIA	REQUIRED DOCUMENTATION	
CA 1e-S Update the state health profile annually.	1. State health profile dated within the last 12 months.	Purpose: The purpose of this criterion is to assure that the department is updating the state health profile annually.
		Significance: The state health profile shows a snapshot of the state's health at a certain time. The state health profile should be concise enough that it can be updated on a regular basis. Continuous updating makes the profile a helpful tool in department planning.
		Guidance: The state health profile shall cover the state and should include a standard set of population-based public health indicators that describe the health status of the state. Trends should be shown in the state health profile.

STANDARD CA 1: Complete a comprehensive assessment of the community's health and maintain a community health profile.		
CRITERIA	REQUIRED DOCUMENTATION	
CA 1f-S Compare state data to local assessment results, data from other states, and national indicators.	1. Documentation of comparison of data.	Purpose: The purpose of this criterion is to assure that a public health agency is regularly comparing state data to local data, other states, and national indicators.
		Significance: The comparison of state data to local data, other states, and national indicators should serve as part of the community assessment process to help identify gaps and possible resources.

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		Guidance: Documentation may be state board of health minutes showing the comparison, a section of the state health assessment, or the state health profile.
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STANDARD CA 1: Complete a comprehensive assessment of the community's health and maintain a community health profile.

CRITERIA	REQUIRED DOCUMENTATION	
CA 1g-S Disseminate results of the state-level community health assessment process to stakeholders.	1. Evidence of dissemination of results.	Purpose: The purpose of this criterion is to assure the results of the state-level community health assessment process are being shared.
		Significance: The state-level community health assessment can serve as important information for partners and other key stakeholders and may be used for planning outside public health.
		Guidance: The state department should submit documentation of the state board of health receiving the results and at least one other stakeholder receiving the results. The department may wish to demonstrate this through publishing the state-level community health assessment on the website, a press release, or presentation to stakeholders. If a presentation is used as documentation, the presentation and a list of attendees or description of participants must be included as evidence.

STANDARD CA 2: Engage in collaborative relationships that support assessment and planning processes.

CRITERIA	REQUIRED DOCUMENTATION	
CA 2a-L Engage stakeholders in community health assessment and	1. Invitation list. 2. Invitation to meeting. 3. Method of	Purpose: The purpose of this criterion to assure that the local health agency is engaging a wide variety of partners in community health assessment and planning.
		Significance: Other stakeholders bring important information

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planning.	delivery.	<p>about the community to the planning table. This information is necessary to conduct a comprehensive community health assessment and develop a comprehensive plan.</p> <p>Guidance: Minimum recommended stakeholders include: local board health, educational system, local health care providers (e.g., hospitals, clinics, practitioners), law enforcement, other public health system agencies (e.g., substance abuse, problem gambling and mental health providers), business/industry representatives, human service agencies, community-based organizations, elected official representation, members of the general public, media, emergency management, EMS, fire department, judicial system, and faith-based organizations. The method of delivery of the invitations should be US Postal Service or email.</p>
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STANDARD CA 2: Engage in collaborative relationships that support assessment and planning processes.		
CRITERIA	REQUIRED DOCUMENTATION	
CA 2b-L Inform community partners and stakeholders on use of the community health assessment findings and the health improvement plan.	1. Demonstration that information has been provided to at least two community partners or stakeholders.	<p>Purpose: The purpose of this criterion is to assure that the community health assessment isn't just a document that sits on a shelf; it's a document that can be useful to organizations outside the local public health agency.</p>
		<p>Significance: Without a strong community health assessment, needs in the community and gaps in services may remain unnoticed.</p>
		<p>Guidance: The health agency may consider letters, community meetings (with minutes), coalition development, automated email delivery systems, presentations (with attendance list), or meetings with individual partners or stakeholders (with minutes).</p>

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STANDARD CA 2: Engage in collaborative relationships that support assessment and planning processes.		
CRITERIA	REQUIRED DOCUMENTATION	
CA 2a-S Engage stakeholders in community health assessment and planning.	<ol style="list-style-type: none"> 1. Invitation list. 2. Invitation to participate in process. 	Purpose: The purpose of this criterion to assure that the state health department is engaging a wide variety of partners in community health assessment and planning.
		Significance: Other stakeholders bring important information about the state to the planning table. This information is necessary to conduct a comprehensive community health assessment and develop a comprehensive plan.
		Guidance: Minimum recommended stakeholders include state board of health, local public health, health care organizations, other public health system agencies (substance abuse, problem gambling, mental health), community-based organizations, human services agencies, educational system, law enforcement, elected officials, state government agencies, members of the public, media, emergency management, EMS, fire, judicial system, business/industry, professional health organizations, and faith-based organizations.

STANDARD CA 2: Engage in collaborative relationships that support assessment and planning processes.		
CRITERIA	REQUIRED DOCUMENTATION	
CA 2b-S Educate community partners and	<ol style="list-style-type: none"> 1. Demonstration that information has 	Purpose: The purpose of this criterion is to assure that the state health assessment isn't just a document that sits on a shelf, it's a document that can be useful to organizations outside of the state

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stakeholders on use of the state health assessment findings and state health improvement plan.	been provided to at least four state partners or stakeholders.	health department.
		Significance: Without a strong state community health assessment, needs in the state and gaps in services may remain unnoticed.
		Guidance: The state health department may consider letters, meetings (with minutes), coalition development, list serves, presentations (with attendance list), or meetings with individual partners or stakeholders (with minutes).

STANDARD CA 3: Develop a community health improvement plan.		
CRITERIA	REQUIRED DOCUMENTATION	
CA 3a-L Produce a community health improvement plan at a minimum of every five years.	1. Community health improvement plan dated within the last five years.	Purpose: The purpose of this criterion is to assure that the local health agency has a current community health improvement plan.
		Significance: The community health improvement plan is helpful for planning purposes not only for the health agency but for other community partners as well.
		Guidance: The community health improvement plan should contain a work plan that outlines goals, activities, and the party responsible for completion. Any updates on progress towards meeting the goals should also be documented. The community health improvement plan submitted does not have to be the health improvement plan developed through the CHNA & HIP process.

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STANDARD CA 3: Develop a community health improvement plan.		
CRITERIA	REQUIRED DOCUMENTATION	
CA 3b-L Partner with community groups or organizations on strategies in the health improvement plan.	1. Documentation of at least two partnerships.	Purpose: The purpose of this criterion is to assure that the public health agency is partnering with community groups or organizations to carry out the work of the health improvement plan.
		Significance: In partnering with community groups or organizations, the public health department may have access to more resources and can have a larger impact.
		Guidance: Documentation may include meeting minutes work plans, or emails. The partnerships do not have to be ongoing.

STANDARD CA 3: Develop a community health improvement plan.		
CRITERIA	REQUIRED DOCUMENTATION	
CA 3c-L Monitor progress on achieving health improvement plan goals and strategies annually.	1. Updated work plan.	Purpose: The purpose of this criterion is to assure that the health agency is regularly monitoring progress in achievement of health improvement plan goals and strategies.
		Significance: If a community health improvement plan isn't revisited on an annual basis, focus on completion of goals and strategies can be lost.
		Guidance: The work plan should show which goals and strategies have been met and which have been revised. If no goals have been met and none need to be revised, then a review date should appear in the header or footer of the work plan.

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STANDARD CA 3: Develop a community health improvement plan.		
CRITERIA	REQUIRED DOCUMENTATION	
CA 3a-S Collect community health improvement plans using a standardized reporting mechanism every five years.	<ol style="list-style-type: none"> 1. Documentation of consultation with local health agencies. 2. Publication of health improvement plans. 	Purpose: The purpose of this criterion is to assure that the department is collecting community health improvement plans using a standardized reporting mechanism every five years.
		Significance: Publication of the community health improvement plans will provide information about public health in Iowa that will be of use to local, state, and national stakeholders.
		Guidance: The department should submit a link on the website to community health improvement plans and a statewide compilation of health improvement plans. The department should show consultation with local agencies on the design of the reporting mechanism through meeting minutes or emails.

STANDARD CA 3: Develop a community health improvement plan.		
CRITERIA	REQUIRED DOCUMENTATION	
CA 3b-S Produce a state-level community health improvement plan at a minimum of every five years.	<ol style="list-style-type: none"> 1. State-level community health improvement plan dated within the last 5 years. 	Purpose: The purpose of this criterion is to assure that the state health department has a current state-level community health improvement plan.
		Significance: The state-level community health improvement plan is helpful for planning purposes not only for the health department but for other partners as well.
		Guidance: The state-level community health improvement plan should contain a work plan that outlines goals, activities, and the parties responsible for completion. Any updates on progress

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		towards meeting the goals should also be documented.
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STANDARD CA 3: Develop a community health improvement plan.		
CRITERIA	REQUIRED DOCUMENTATION	
CA 3c-S Monitor progress on achieving health improvement plan goals and strategies annually.	<ol style="list-style-type: none"> 1. Updated work plan. 2. Report submitted to state board of health. 	Purpose: The purpose of this criterion is to assure that the health department is regularly monitoring progress in achievement of health improvement plan goals and strategies.
		Significance: If a community health improvement plan isn't revisited on an annual basis, focus on completion of goals and strategies can be lost.
		Guidance: The work plan should show which goals and strategies have been met and which have been revised. If no goals have been met and none need to be revised, then a review date should appear in the header or footer of the work plan. The department shall show through state board of health meeting minutes that the state board of health received a report on progress.